

**NORTHERN CHEYENNE TRIBE
TRIBAL BOARD OF HEALTH**

POSITION: Activities Coordinator (X4) **SALARY:** DOE

DEPARTMENT: Northern Cheyenne Tribal Board of Health NCTBH

ACCOUNTABLE TO: Lead Event Coordinator, NCTBH

CLASSIFICATION: Regular Full-time, Covered, Non-exempt

OPENING DATE: November 9, 2023

CLOSING DATE: Open Until Filled

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

****Driver's License and Driving record required for this position****

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)**

SUMMARY OF WORK:

The Activities Coordinator will plan and monitor activities and programs in each of the (5) five districts. Act as the liaisons between the Tribal Board of Health, staff, vendors, and community members to facilitate the success of the activities and programs.

JOB CHARACTERISTICS:

Nature of Work: The Activities Coordinator will plan and organize large and small community related events, activities and programs. Experience in event programming that includes the ability to motivate others, uses excellent organization skills, with the ability to set and meet deadlines, strong written and verbal communication, planning, public relations, budgeting and marketing.

Personal contacts: This position makes daily contact with programs, schools, and the general public.

Supervision Received: This position receives daily supervision from the Lead Event Coordinator.

Supervision of Staff: This position oversees temporary event staff.

Supervision of Events: This position works closely with and continuously communicates with Lead Event Coordinator.

Essential Functions: The coordinator **must** be able to work with a variety of groups, special interest organizations and individuals, be willing to receive feedback to accomplish a well-organized event. They will

be required to work evenings and/or weekends in order to attend events as a point of contact, logistics for set up and take-down.

The coordinator needs a cooperative, detail oriented, and a professional attitude.

AREAS OF JOB ACCOUNTABILITY AND PREFORMANCE

- Responsible for planning, coordinating and organizing aspects of the activities and programs.
- Work with staff and various tribal and NCTBH programs.
- The ability to coordinate events, develop programs, is a self-starter and work with different types of organizations.
- Provides customer service for community information regarding events.
- Maintains confidential correspondence, data and information in accordance with the privacy act and HIPAA standards.

- Maintains an updated and accurate record keeping system.

JOB REQUIREMENTS

Knowledge: This position **requires** knowledge of records management, drafting emails, memos and agendas. The incumbent shall have knowledge of the Tribe's operating manuals and policies.

Skills: This position **requires** skills in the use of computer software internet, word processing, submitting reports, calculator, copier, telephone etiquette, conducting meetings and public speaking and other event planning responsibilities.

Abilities: This position **requires** the ability to communicate effectively both verbally and in writing, follow verbal and written instructions; make appropriate decisions; understand policies and procedures; work independently, interpret and implement specific protocols; establish and maintain good public relation skills.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Observes work hours
- Uses sound judgement and reasoning in decision making
- Demonstrates punctuality
- Performs assigned duties to completion
- Maintains accurate and timely records
- Prepares and submits accurate reports on time
- Demonstrates excellent public relations and communication
- Operates in a safe and responsible manner
- Adheres to confidentiality standards
- Utilizes computer systems and job-related office equipment
- **Must** agree to and sign waiver for pre-employment drug testing
- Maintains sound record keeping, reporting, filing and event information submitted in a timely manner
- Demonstrates ability to work independently and execute guidelines, policies and procedures
- Establishes and maintains effective working relationships with fellow employees, supervisor and the public

- Indian Preference, with first preference given to enrolled members of the Northern Cheyenne Tribe
- **Must** have current driving license

EDUCATION AND EXPERIENCE:

High School Diploma or G.E.D. equivalent required.

Computer Skills & typing proficiency required.

An **Associates of Arts** Degree or 2 years of University course work is **preferred.**

Two years' experience in event planning is preferred.

Must have a current State of Montana driving license.

Must submit a current driving record and be insurable for the NCT.

Must submit to and pass a federal background check.